

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in formal session on July 24, 2025, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Kit Johnston, Mary Starrett and David “Bubba” King being present.

Also present were Ken Huffer, County Administrator; Kevin Perkins, Deputy County Administrator PIO; Sheriff Sam Elliott; Mike Browne, Jail Captain; Gary Wertz, Fair Manager; Cynthia Thompson, Transit Program Manager and Brian Young, Emergency Management Program Coordinator. Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Grace Mackey and Janet Redmond. Marvin Bernards, WFLHAC, Craid Markham PCP #7, Rebecca Wallis – Yamhill County News, Mike Firestone, Moe Yoder and Lee Schrepel participated via Zoom.

*Welcome! Thank you for attending today’s meeting. Public participation is encouraged. If you wish to address the Commissioners on any item not on the agenda, you may do so as part of the public comment period at the beginning of the meeting. If you desire to speak on any item, please raise your hand to be recognized after the Chair announces the agenda item. Please fill out a public comment card to indicate your intent to speak. NEW – Public participation also includes the ability to attend Formal Session via Zoom. For attendees that are attending the meeting via Zoom, the Chair will ask if any Zoom attendees wish to provide public comment in same manner as provided above. At that time, attendees will be asked to use the “raise hand” function in Zoom and staff will unmute the participant. Meetings will also continue to be available for view via a live stream on the Commissioners’ You Tube channel. Written public comments may be submitted via email at [bocinfo@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov) by 5:00 p.m. Wednesday.*

**A. CALL TO ORDER:** Commissioner Johnston called the meeting to order at 10:00 a.m.

**B. FLAG SALUTE**

**C. CALENDAR SESSION:** This time is reserved for the review of the commissioners’ joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of July 28 through August 3, 2025. No other county business was discussed.

**D. PUBLIC COMMENT:** This time period is reserved for public comment on any topic other than: 1) agenda items, 2) A quasi-judicial land use matter, or 3) a topic scheduled for public hearing. The Chair may limit the length of individual comments.

No public comments were received.

**E. DEPARTMENT UPDATES:**

1. Fairgrounds – Gary Wertz

Gary Wertz updated the Board about additional parking solutions and that they would use flaggers from Public Works based on a plan that had been approved by the City of McMinnville. An emergency preparedness plan in partnership with Emergency Management had also been completed. Mr. Wertz listed the entertainment and events scheduled. He added that the department would receive an additional \$30,000 in state funding as a result of House Bill 5006.

2. Emergency Management – Brian Young [Active Shooter Incident Management] (Commissioner Starrett)

Brian Young explained that the department had applied in 2023 for C3 Pathways to provide active shooter management training, but they didn't receive an offer to participate until 2025. The 30 participants included police officers, emergency service (EMS) providers, dispatchers, public information officers, and a helicopter pilot from local jurisdictions to work through 11 hypothetical scenarios. Tactical, triage and transportation strategies were covered as well as command post and staging areas for equipment and staff. The program also promoted integration between agencies to improve coordination. Mr. Young stated that the Yamhill County Fair and Rodeo hosted about 40,000 people in 2024. In anticipation of the mass gathering, the department created an incident action plan for volunteer staff, municipal fire, police and EMS providers. He added that Sheriff's Office volunteers would manage entry and exit of fair attendees. The Hazard Mitigation Plan was set to expire in December 2025. The department worked with the University of Oregon to apply to Federal Emergency Management Agency (FEMA) to update the plan which would qualify local agencies for federal funding. The department planned to update the archived Continuity of Operations Plan. He also mentioned a free program provided by Genisis evacuation software company for evacuation zoning and explained that he would partner with the Assessor's Office for the GIS component. The federal Emergency Management Performance Grant of about \$88,000 annually used to offset salaries was paused.

**F. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 10:00 a.m.

1. Work Session – None.

**G. CONSENT AGENDA:**

Commissioner Johnston moved approval of the consent agenda. The motion passed, Commissioners Johnston, Starrett and King voting aye.

Tax Foreclosure

1. **B.O. 25-230** - Approval of the designation of the News Register as the newspaper of general circulation for publication of the 2025 Property Tax Foreclosure list.

Contracts & Grants

2. **B.O. 25-231** - Approval of Amendment #5 to an agreement between Yamhill County and Delta Duff (B.O. 24-219) for psychiatric behavioral health services increasing the rate of pay to \$97.88 per hour, effective July 9, 2025. Oracle #HHS24063GS.

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**H. OLD BUSINESS:** None.

**I. OTHER BUSINESS** (Add-ons and non-consent items):

1. **B.O. 25-232** - Consideration of approval of Amendment #1 to an agreement between Yamhill County and Summit Food Services (B.O. 23-214) updating the Price Per Meal by 10%, retroactive to July 1, 2025. Oracle #SO26010GS.

Commissioner King moved approval of item I1. The motion passed, Commissioners Johnston, Starrett and King voting aye.

2. **B.O. 25-233** - Consideration to authorize Yamhill County Sheriff's Office to apply and, if awarded, accept the National Criminal History Improvement Program (NCHIP) Grant available through Oregon State Police, in the amount of \$73,931.55 to be used to purchase and install three fingerprint scanning stations, retroactive to July 1, 2025, through September 30, 2025. Oracle #SO26009GA.

Sheriff Sam Elliott explained that the current scanner service provider was no longer compliant with State requirements. The proposed grant would cover the cost to switch providers and increase from two to three stations for main booking, DUII processing and court security.

Commissioner King moved approval of item I2. The motion passed, Commissioners Johnston, Starrett and King voting aye.

3. **B.O. 25-234** - Consideration of approval of an agreement between Yamhill County Health and Human Services and Catholic Community Services of the Mid-Willamette Valley and Central Coast Inc., for youth respite services, in the not to exceed amount of \$4,987,160.40, retroactively effective July 1, 2025, through June 30, 2026, with annual automatic renewals not to exceed ten years from the commencement date unless otherwise terminated. Oracle #HHS25036GS.

Commissioner Starrett clarified that the proposed agreement would provide emergency respite for youth experiencing severe psychiatric, emotional or behavioral crisis.

Commissioner Starrett moved approval of item I3. The motion passed, Commissioners Johnston, Starrett and King voting aye.

4. **B.O. 25-235** - Consideration of approval of Grant Agreement #35867 between Yamhill County Transit and the Oregon Department of Transportation (ODOT) Public Transportation Division for STIF formula funds in the amount of \$5,480,675.30, effective upon full execution through June 30, 2027, and authorize staff to finalize the agreement. Oracle #TR25010GA.

Commissioner King moved approval of item I4. The motion passed, Commissioners Johnston, Starrett and King voting aye.

5. **B.O. 25-236** - Consideration of approval of Grant Agreement #35788 between Yamhill County Transit and the Oregon Department of Transportation (ODOT) Public Transportation Division for 5310 funding in the not to exceed amount of \$763,525 with a \$87,389 match, effective upon full execution through June 30, 2027, and authorize staff to finalize the agreement. Oracle #TR25011GA.

Commissioner King moved approval of item I5. The motion passed, Commissioners Johnston, Starrett and King voting aye.

6. **B.O. 25-237** - Consideration of approval of Grant Agreement #35885 between Yamhill County Transit and the Oregon Department of Transportation (ODOT) Public Transportation Division for 5311 CARES funding in the not to exceed amount of \$270,000 with a \$211,455 match, effective upon full execution through June 30, 2026, and authorize staff to finalize the agreement. Oracle #TR25012GA.

Commissioner King moved approval of item I6. The motion passed, Commissioners Johnston, Starrett and King voting aye.

7. **B.O. 25-238** - Consideration of approval to submit a letter opposing the DLCD HB 3133 measure changes.

Commissioner Johnston indicated that multiple versions of the letter had been proposed by different commissioners and his preference was to submit Commissioner Starrett's letter because it referenced the bill number.

Commissioner Johnston moved approval of item I7. The motion passed, Commissioners Johnston, Starrett and King voting aye.

**J. PUBLIC HEARINGS:** None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT:

<https://www.yamhillcounty.gov/1190/Public-Hearing-Notices>

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.yamhillcounty.gov/765/Boards-and-Committees>, or call the Board of Commissioners' office at 503-434-7501 or 503-554-7801 (toll-free from Newberg).

2. For questions regarding accessibility or to request an accommodation contact the Board of Commissioners' office at (503)-434-7501 or (503)-554-7801 (toll-free from Newberg) or email at [bocinfo@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov)

3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.yamhillcounty.gov/AgendaCenter>.

Following Commissioner announcements, the meeting adjourned at 11:06 a.m.

Bailey Barnhart  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair

KIT JOHNSTON



Commissioner

MARY STARRETT



Commissioner

DAVID "BUBBA" KING